Air Quality – AQ01 Limited Plan Approval Application (Fuel and Process)

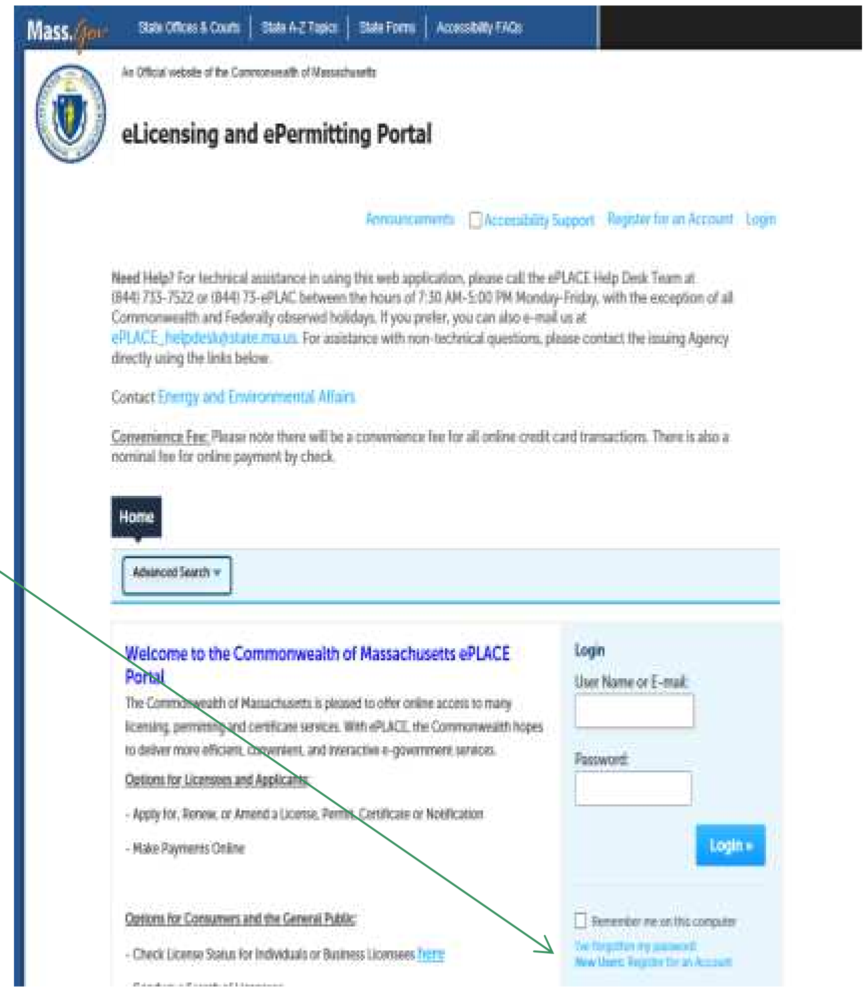
Instructions for Online Filing

AQ01 LPA Fuel or Process

- How to create an account in ePLACE
- How to file an online application
- How to pay fee
- How to check your application status
- How to get help

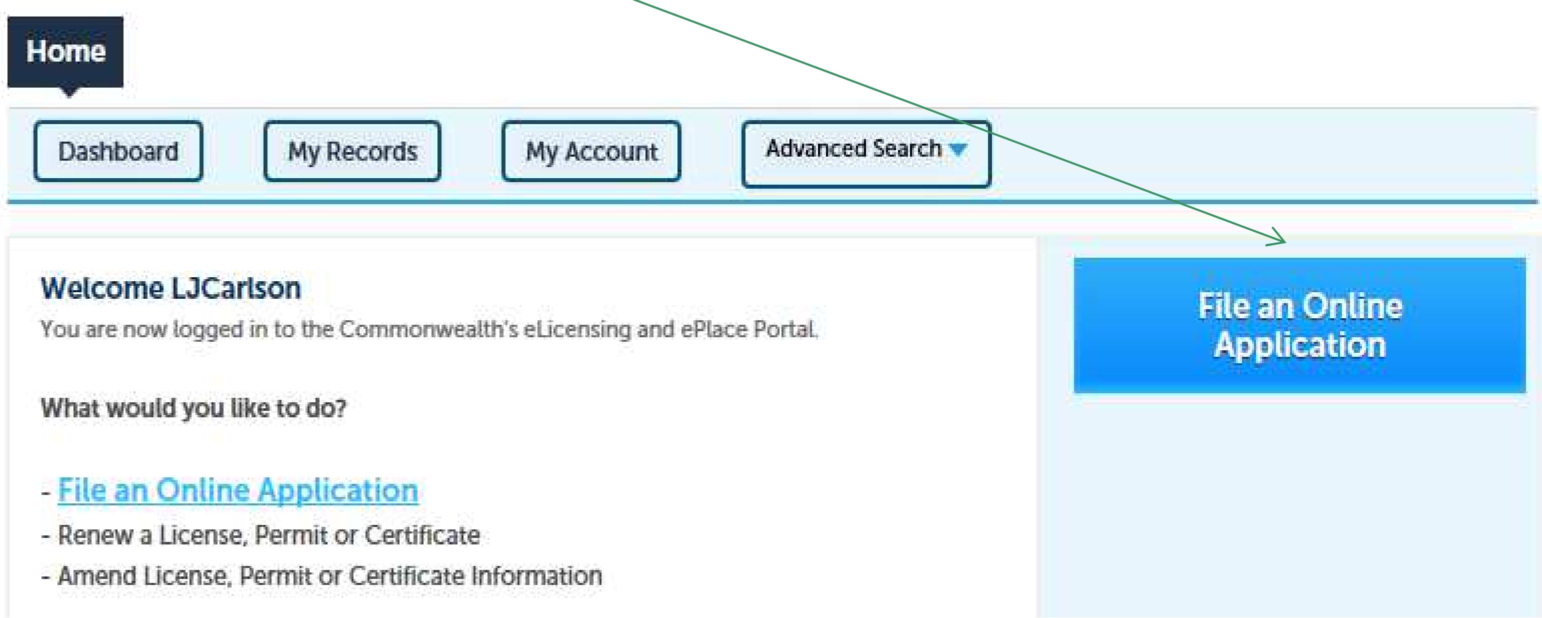
Register for an Account

- Create or Log-in to your account in eLicensing
- First time users click here
- Be sure to provide your full name, address, and contact information when setting up your account.



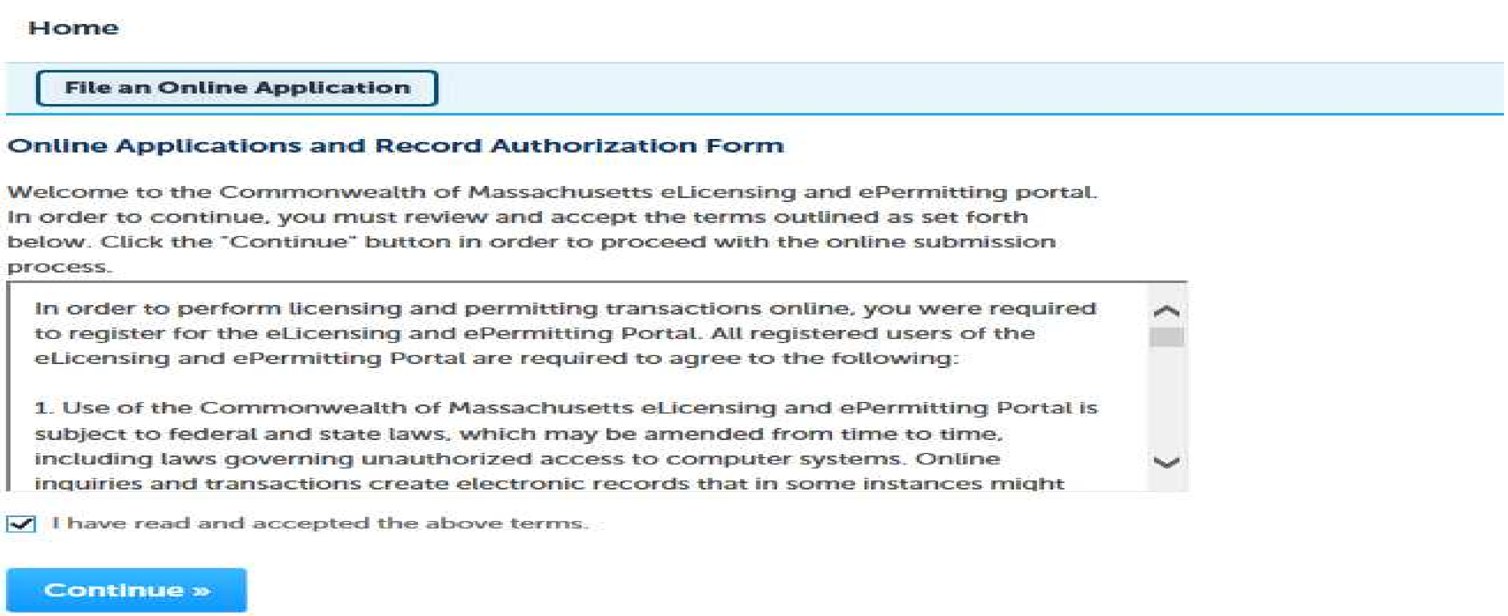
File an Online Application

- Click here to start (new application- see slides 13 and 48 for resuming a partially completed application)



File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”


Home

File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

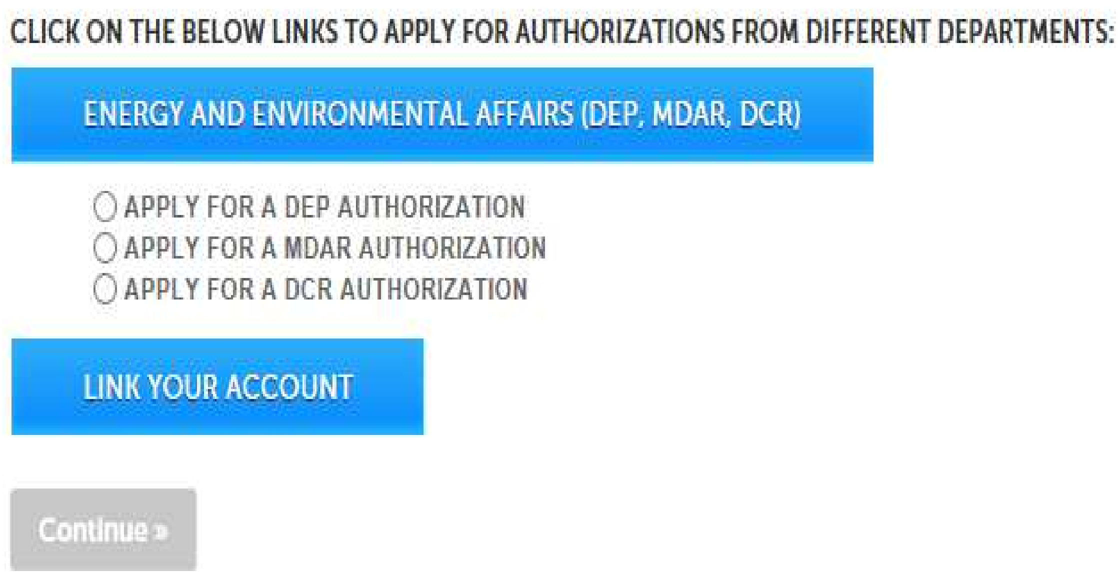
1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☑ I have read and accepted the above terms.

Continue »

File an Online Application

- Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”



File an Online Application

- Click “Air Quality” to see the available applications
- Select either AQ01 Fuel or AQ01 Process

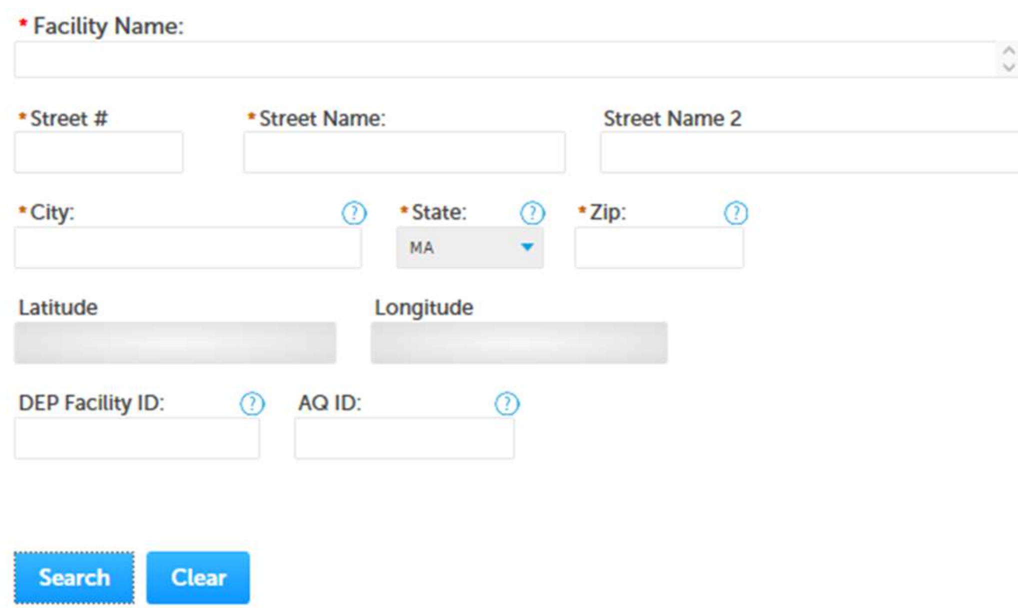
The following are the Authorizations for the selected Department:

Air Quality (AQ)

- ○ 50% or 25% Facility Emission Cap Application
- ○ AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application
- ○ AQ01 - Limited Plan Approval for Process Emission Unit(s) Application

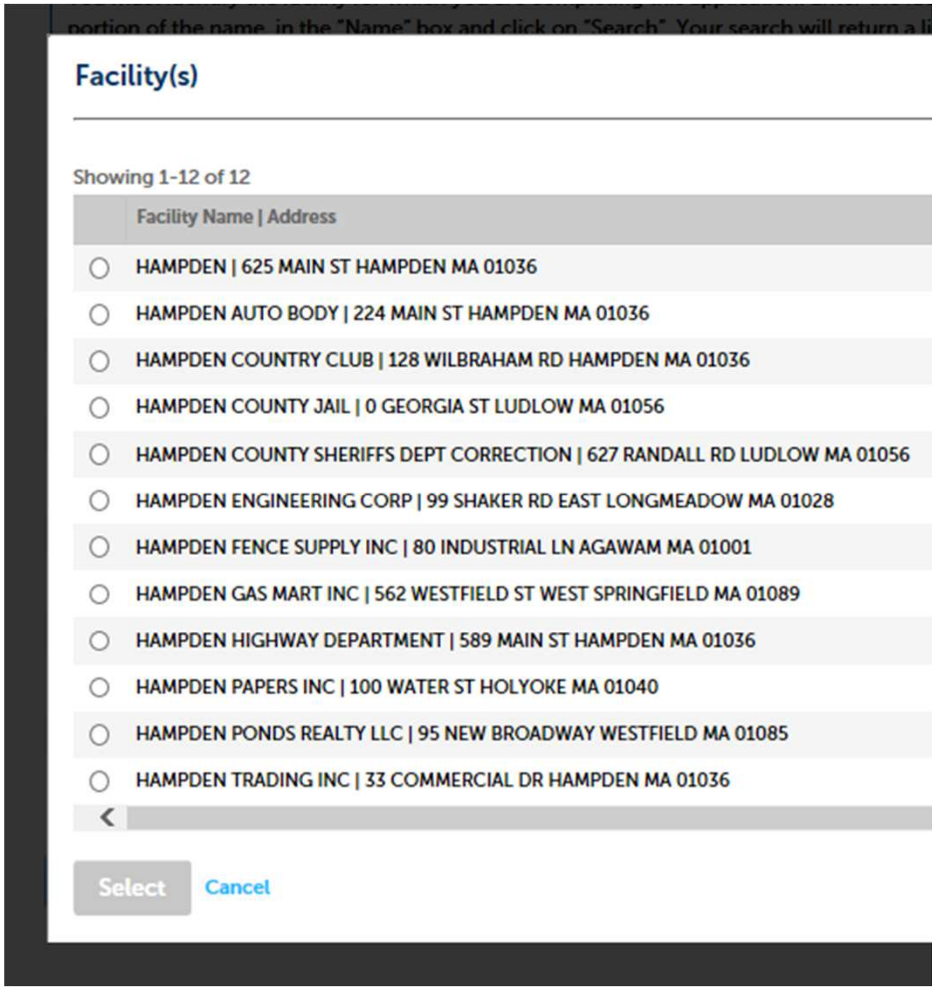
Step 1. Facility Information: Facility

- Search for an existing facility by entering name or address and click on "Search".
- If not found, click on "Clear" and use different or fewer criteria
- If still not found, add as new facility by typing in the facility information as required (see red asterisk)



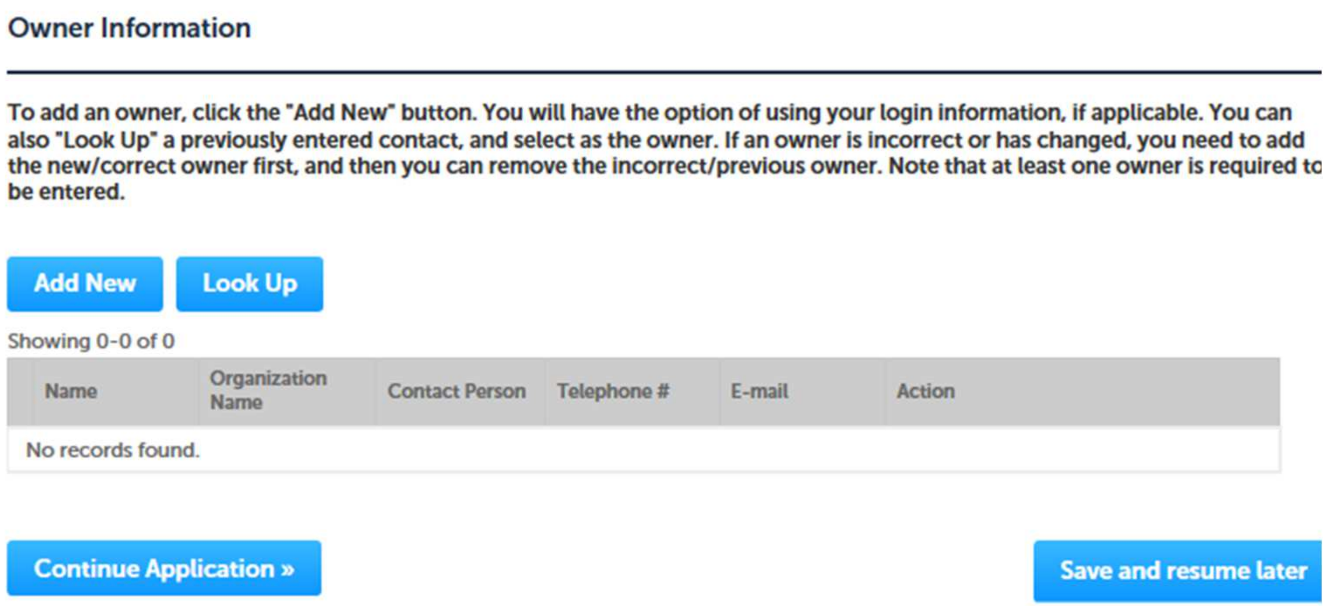
Step 1. Facility Information: Facility

- Based on what you have searched for, a list will be returned with all possible matches.
- In the example here the search was for a street named “Hampden”
- Click on the button to the left of the facility name and click “Select” or
- Click “Cancel” and search again



Step 1. Facility Information: Owner

- Click “Look Up” to find Facility Owners already registered with DEP
- Or add a new Owner



Owner Information

To add an owner, click the "Add New" button. You will have the option of using your login information, if applicable. You can also "Look Up" a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

Add New | Look Up

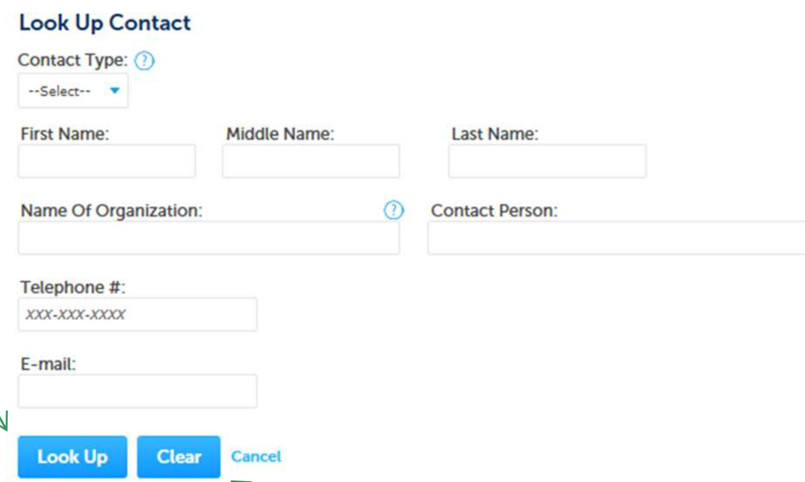
Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

Continue Application » | Save and resume later

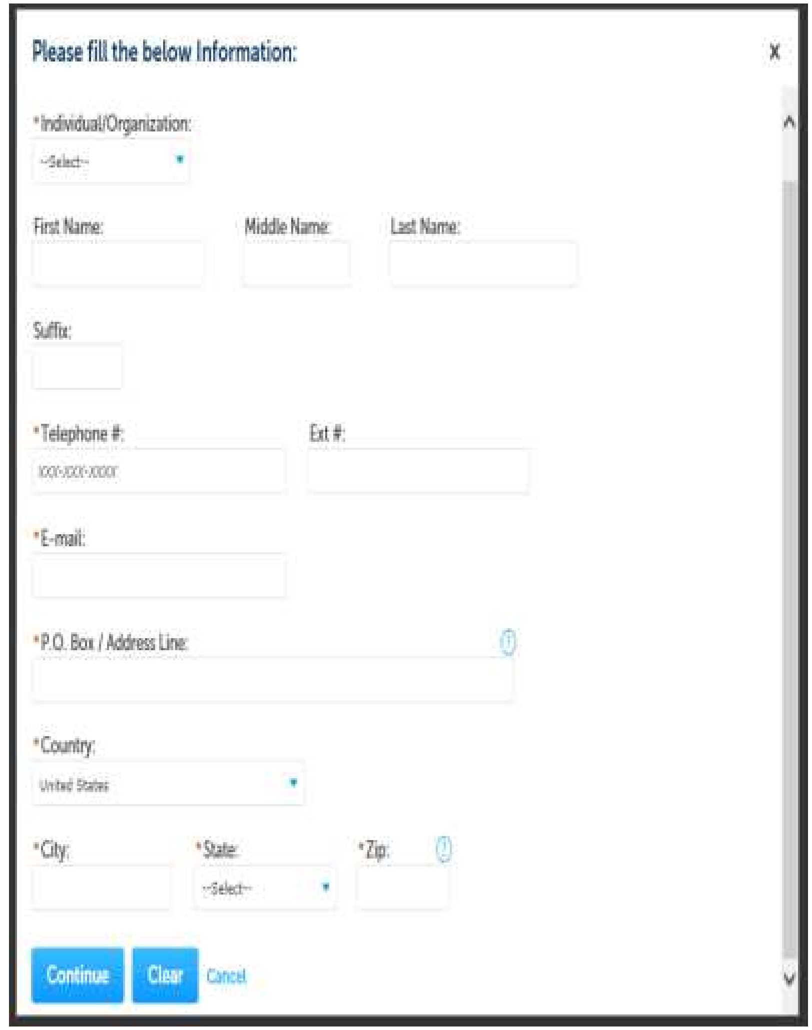
Step 1. Facility Information: Owner

- Search for an existing Contact by a entering name and click on “Look Up”
- Select your contact from the list and click “Continue”
- If not found, click on “Clear” and try with fewer criteria
- If still not found, click “Cancel”



Step 1. Facility Information: Owner

- If there is no registered owner, click “Add New”
- Provide all information in the new window that opens
- Click “Continue”



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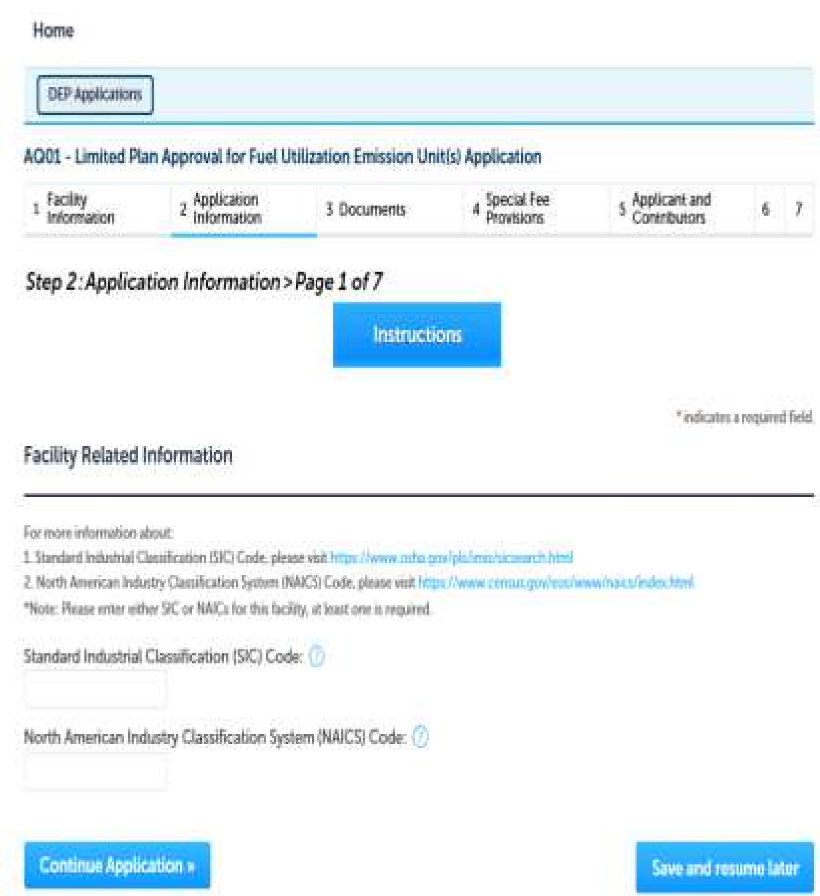
Save and Resume Later

- At some point in the process, you should click the “Save and Resume” button.
- When you do this, the system will send you an email with a PIN Number.
- Share this number (forward the email) with the Responsible Official who will be submitting the application under their signature. Instructions for how to activate this PIN are available on the ePLACE website.
- Once you click on “Save and Resume” the system will return you to a page called “My Records”
- Click on the blue “Resume Application” link next to the application line item to continuing completing the application.

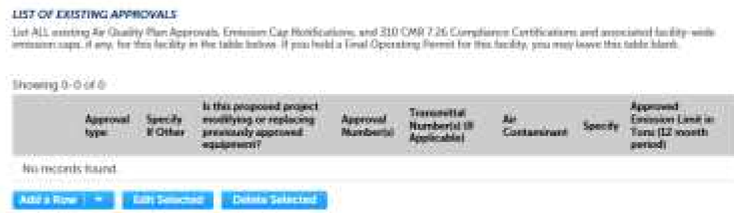
Step 2. Application Information: Facility Related Information

- Click on "Instructions" for more information about this application
- Enter either the SIC Code or NAICS code for that best describes the facility. Use the links provided if you need assistance in finding the correct code
- Click "Continue Application"



Step 2. Application Information: Existing Approvals

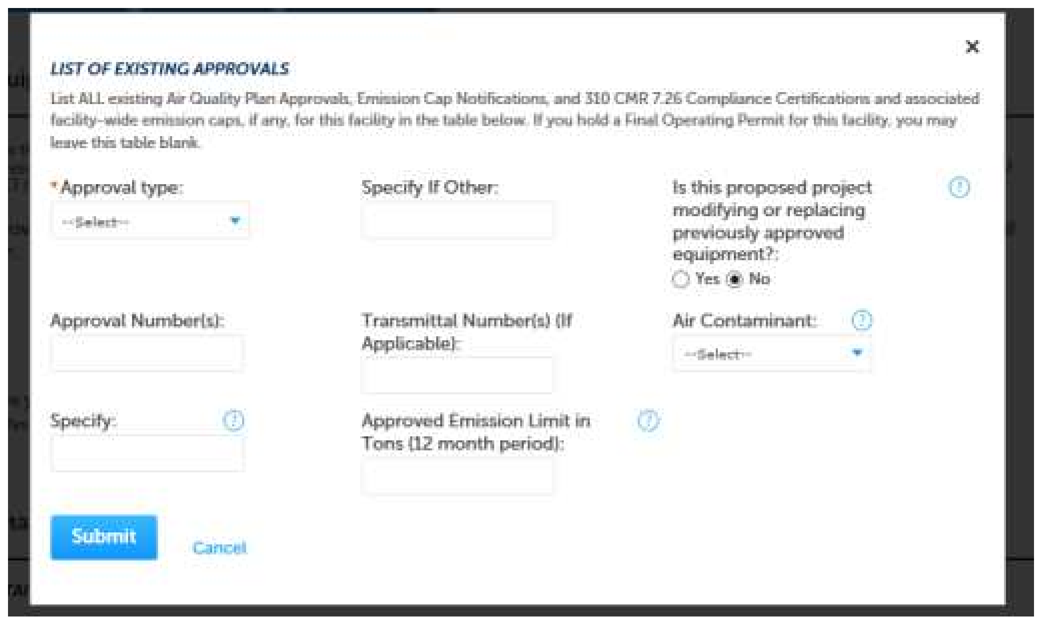
- Provide a list of existing plan approvals for this facility.



- Click "Add a Row" to get started

Each pollutant must be listed with the associated approval. This may mean that one approval may be listed multiple times in the table if that approval applies to multiple pollutants.

Use PTE for the approved emission limit if not limit is established in the approval



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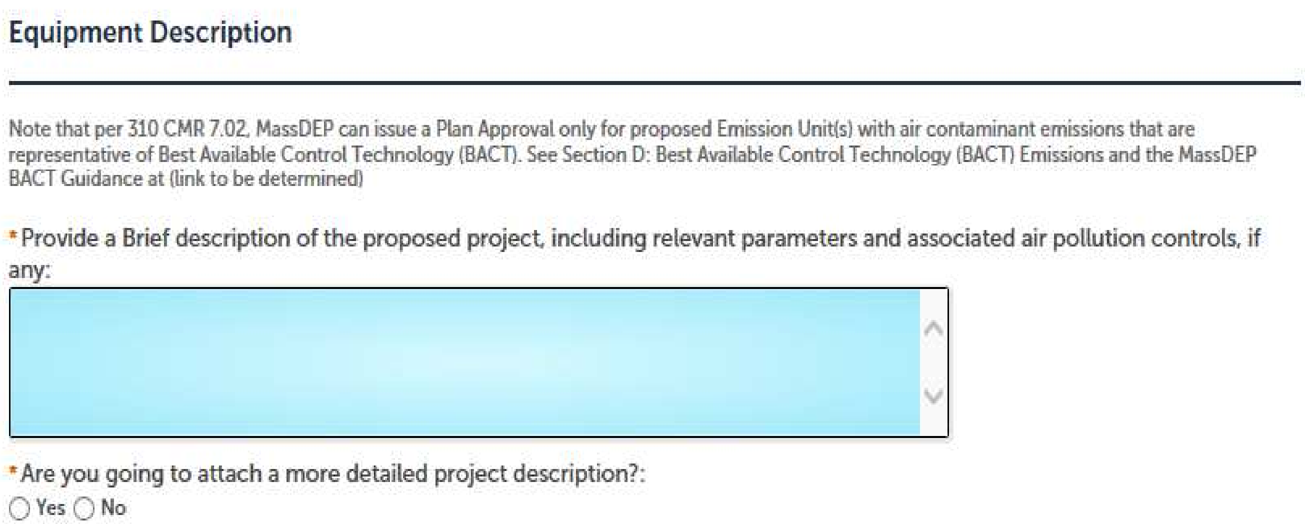
Step 2. Application Information: Equipment Description

- Provide a description of the project. There is a 4,000 character limit to this description. If more space is needed, attach a more detailed project description to the application.



Equipment Description

Note that per 310 CMR 7.02, MassDEP can issue a Plan Approval only for proposed Emission Unit(s) with air contaminant emissions that are representative of Best Available Control Technology (BACT). See Section D: Best Available Control Technology (BACT) Emissions and the MassDEP BACT Guidance at (link to be determined)

*Provide a Brief description of the proposed project, including relevant parameters and associated air pollution controls, if any:

*Are you going to attach a more detailed project description?:

Yes No

AQ01 LIMITED PLAN APPROVAL

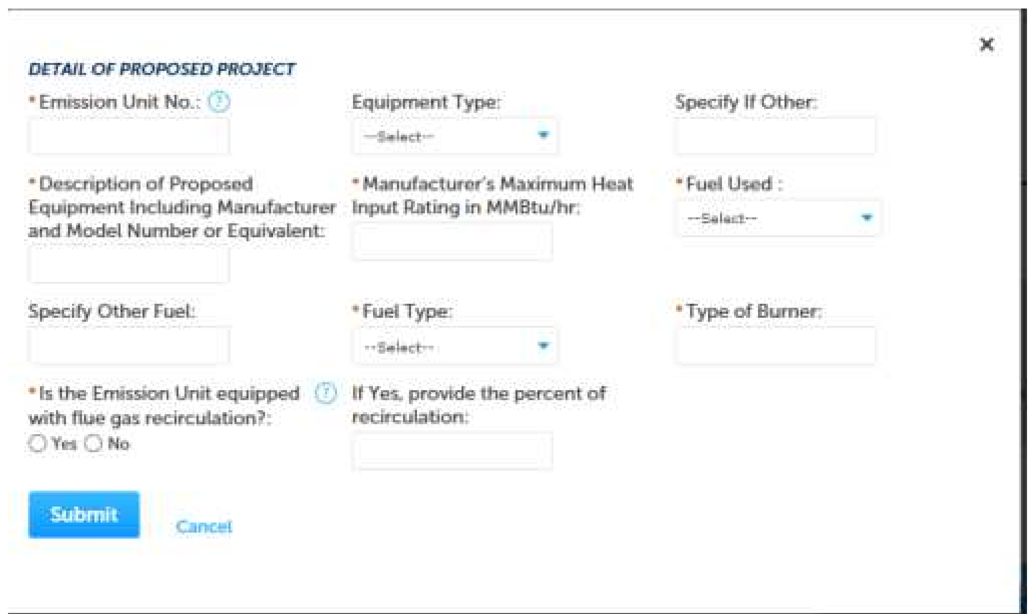
FUEL BURNING EQUIPMENT

Required Application Information:

- Details of Proposed Project (Equipment and Fuel Used)
- Stack Information
- Proposed BACT Emission Rate/ Limits
- Proposed Monitoring and Recordkeeping

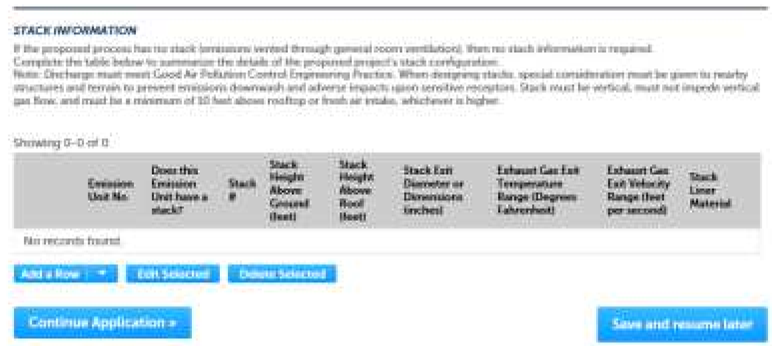
Step 2. Application Information: Equipment

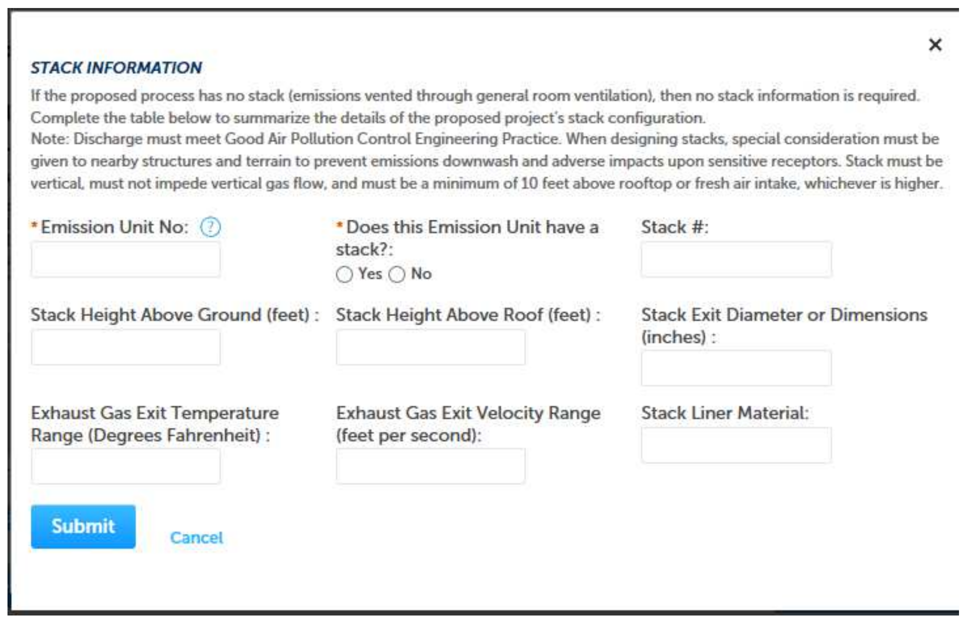
- Provide a list of equipment proposed in this application.
- Click “Add a Row” to start and supply information as requested in the pop up box.
- Once finished with a pop up box click “Submit”
- Once the table is complete, click “Continue Application”



Step 2: Application Information: Stacks

- Provide a list and description of the stacks proposed in this application.
- Click “Add a Row” to start and supply information as requested in the pop up box.
- Once finished with a pop up box click “Submit”
- Once the table is complete, click “Continue Application





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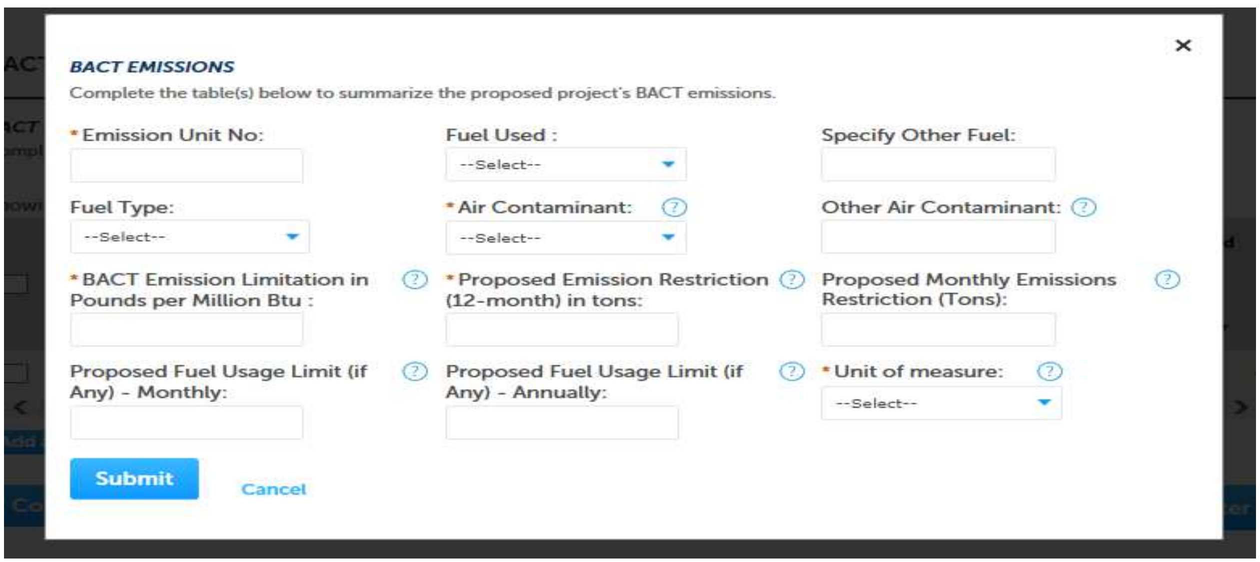
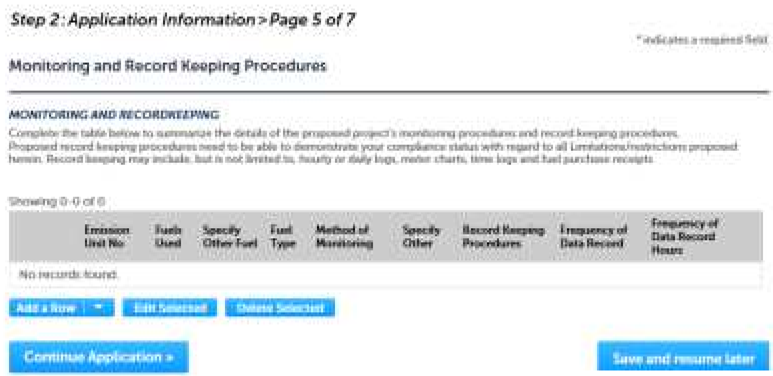
Step 2 Application Information: BACT Emissions

- Indicate if you are/ are not proposing top-case BACT then provide the detailed BACT Emission information in the pop up box.
- Click "Add a Row" to get started

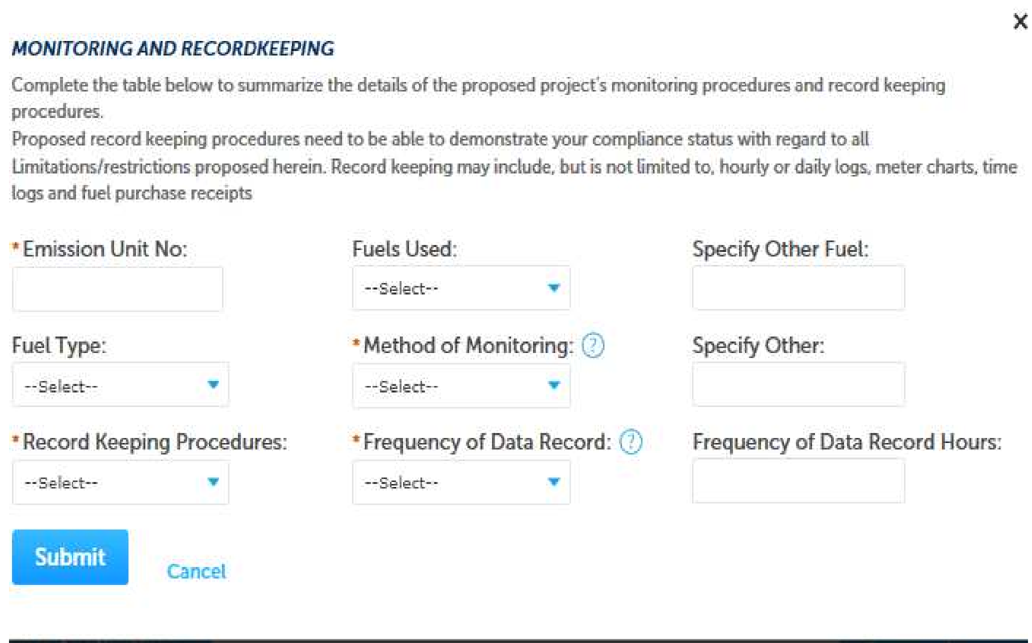


Step 2 : Application Information: Monitoring and Recordkeeping



Click "Add a Row" to get started and then complete the items in the pop up box below.

Add a description of the proposed monitoring and recordkeeping for each proposed emission unit and each fuel used



PROCESS EQUIPMENT OR ACTIVITY

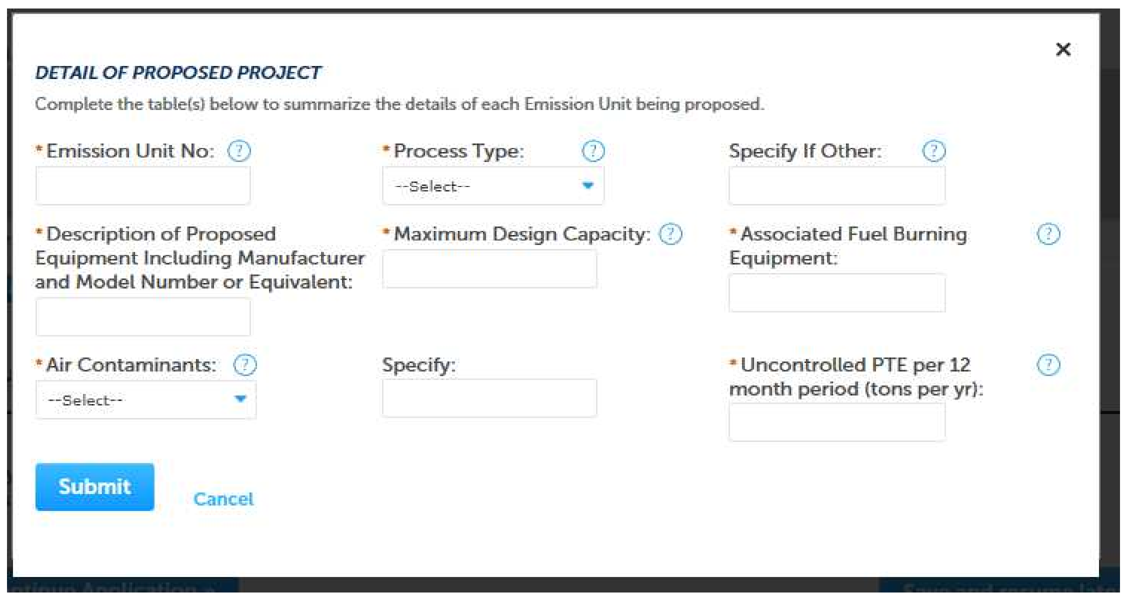
Required Information:

- Details of Proposed Project (Emission Unit Description, Air Contaminants)
- Proposed Pollution Control Device(s)
- Project Configuration (EU#, PCD# and Stack)
- Stack Information
- Proposed BACT Emission Rate/ Limits
- Proposed Monitoring and Recordkeeping

Step 2. Application Information: Project Details

- Provide the proposed emission units and associated pollutant details
- Click "Add a row" to get started.

- Complete the pop-up box for each proposed emission unit or group of emission units



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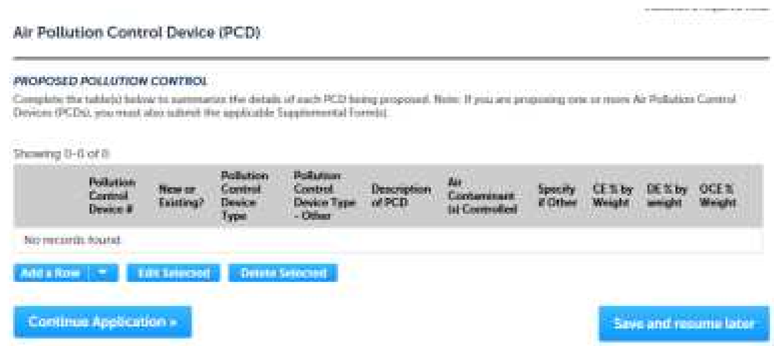
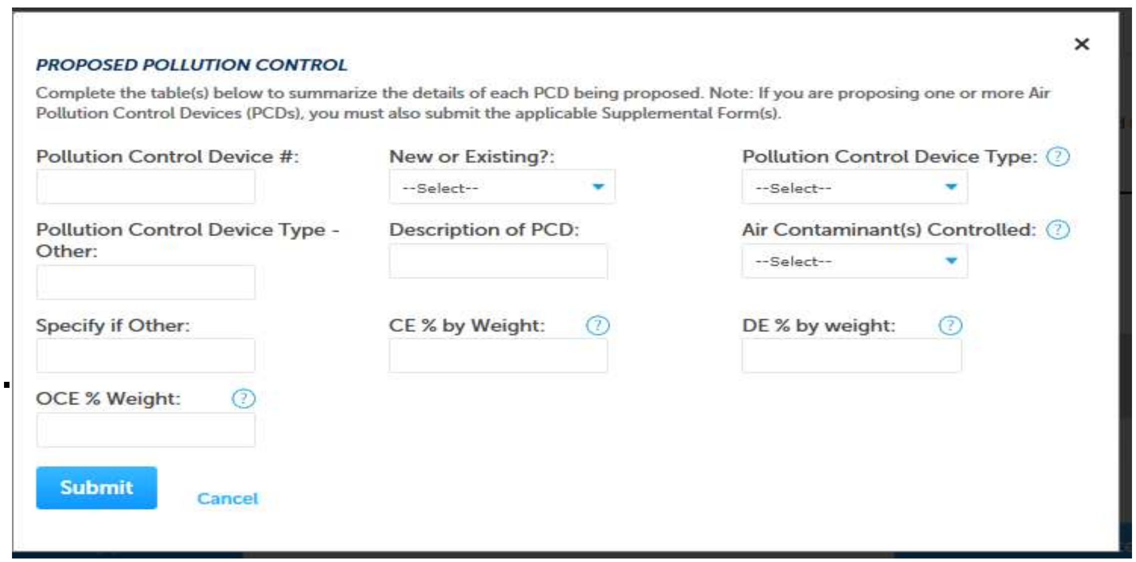
Step 2. Application Information: Pollution Controls

- Provide information about existing or proposed pollution controls associated with the process



- Click “Add a row” to get started.

- Complete the pop-up box for each existing or proposed pollution control device.



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Step 2. Application Information: Project Configuration

- Complete a table to show how the proposed process equipment or activity relates to the pollution controls and stacks or vents. This is called the Configuration table.

- Click “Add a row” to get started

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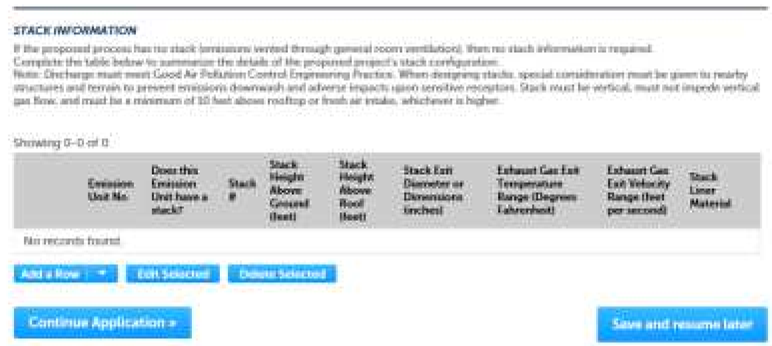
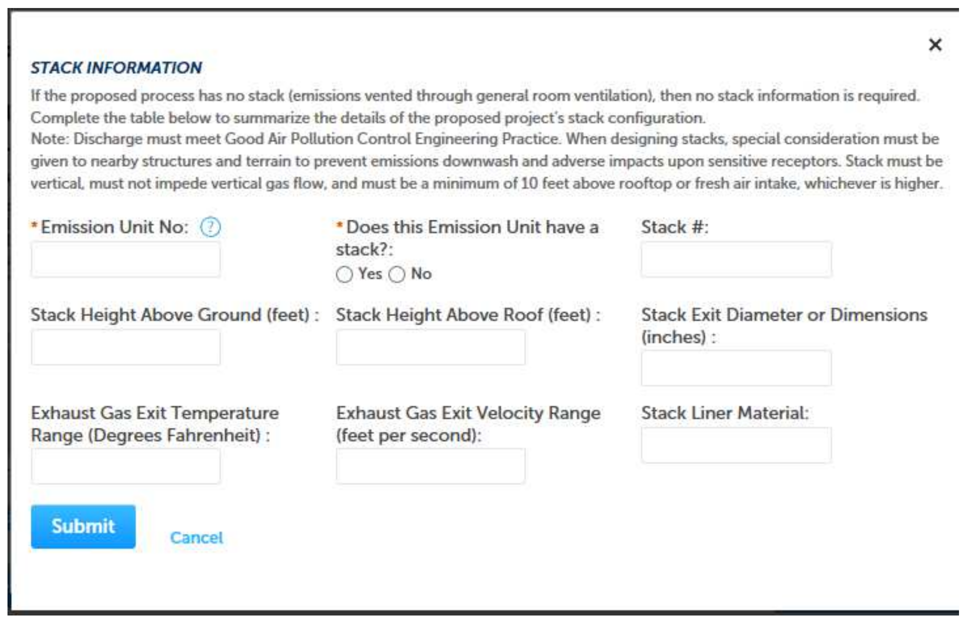
Step 2: Application Information: Stacks

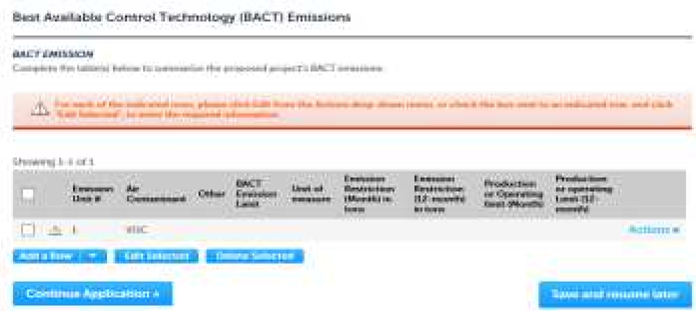
- Provide a list and description of the stacks proposed in this application.
- Click “Add a Row” to start and supply information as requested in the pop up box.
- Once finished with a pop up box click “Submit”
- Once the table is complete, click “Continue Application

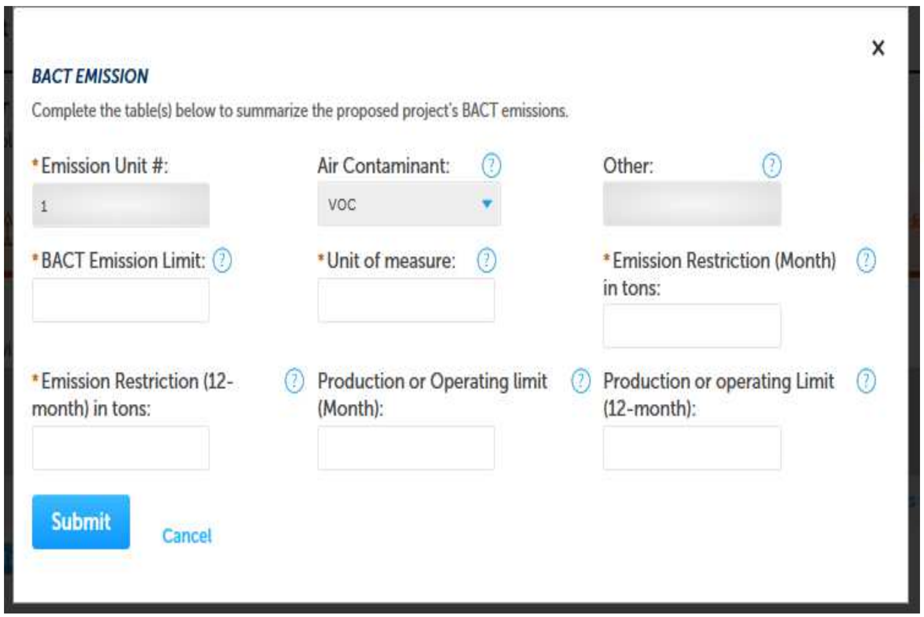




Step 2 Application Information: BACT Emissions

- Indicate if you are/ are not proposing top-case BACT then provide the detailed BACT Emission information in the pop up box.
- Click “Add a Row” to get started



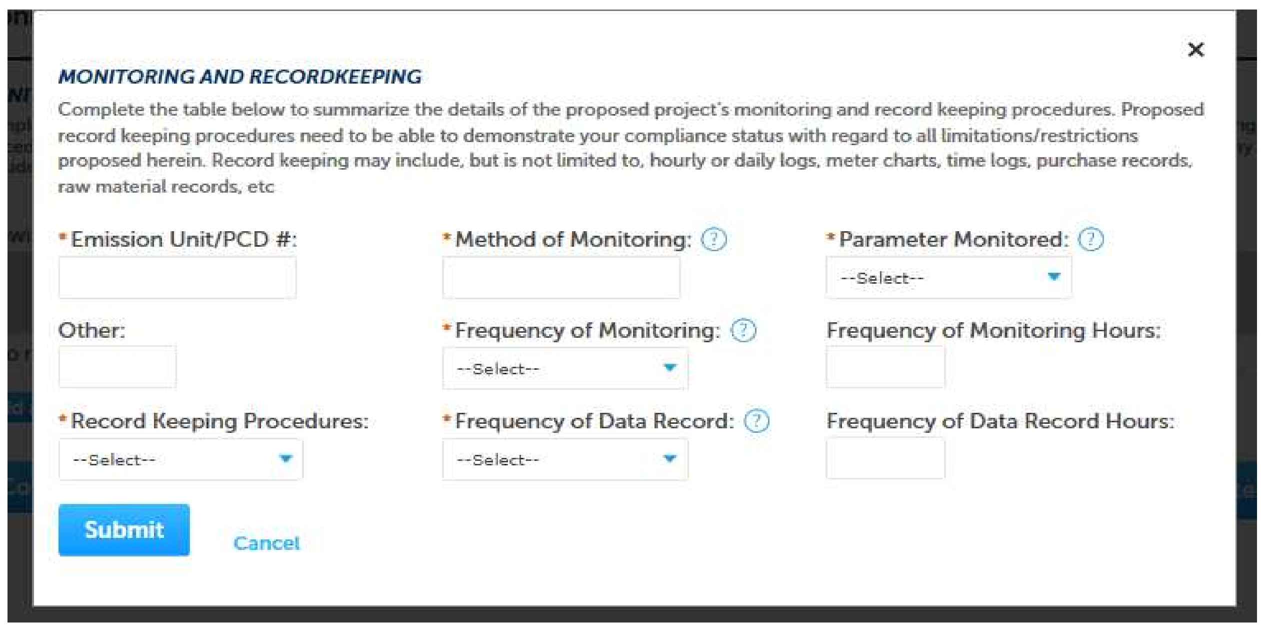


You can enter more than one BACT limit per pollutant by adding a line fore each. Production or operating limits can be based on raw materials used or finished product produced

Step 2 : Application Information: Monitoring and Recordkeeping

Click "Add a Row" to get started and then complete the items in the pop up box below.

Add a description of the proposed monitoring and recordkeeping for each proposed emission unit and each parameter monitored.



EEA ePLACE Portal

Step 2. Application Information: Regulatory Considerations

- **<u>Required for BOTH Fuel and Process Applications</u>**
- Identify any Federal Applicable requirements for the proposed project.

* indicates a required field.

Regulatory Considerations

Indicate below whether the proposed project is subject to any additional regulatory requirements.

*310 CMR 7.00: Appendix A Nonattainment Review, or is netting used to avoid review under 310 CMR 7.00 Appendix A or 40 CFR 52.21?:
○ Yes ◉ No

*40 CFR 60: New Source Performance Standards (NSPS)?:
○ Yes ◉ No

*40 CFR 63: NESHAPS for Source Categories – Maximum Achievable (MACT) or Generally Available (GACT) Control Technology:
○ Yes ◉ No

Federal Applicability

FEDERAL APPLICABILITY

If any federal requirement is applicable, please provide the reference to the federal standard (Part and subpart) such as 40 CFR 63 Subpart.

Showing 0-0 of 0

Emission Unit #	Part	Sub Part
No records found.		

Add a Row | Edit Selected | Delete Selected

Application Information: Regulatory Considerations

- Identify any other (state) applicable requirements for the proposed project. The text box allows for a description of up to 4000 characters
- Indicate Facility-wide Potential for HAP and if the project is applicable to MEPA.

EEA ePLACE Portal

Application Information: Energy Survey

- Similar to the previous paper-based application, this application requests that you complete an Energy Survey. Only one question is mandatory.

Step 2:Application Information>Page 7 of 7

* indicates a required field.

Energy Efficiency Evaluation Survey

Do you know where your electricity and/or fuel and/or water and/or heat and/or compressed air is being used/consumed?:
○ Yes ○ No

Has your facility had an energy audit performed by your utility supplier (or other) in the past two years?: ?
○ Yes ○ No

Did the audit include evaluations for heat loss, lighting load, cooling requirements and compressor usage?:
○ Yes ○ No

Did the audit influence how this project is configured?:
○ Yes ○ No

Does your facility have an energy management plan?:
○ Yes ○ No

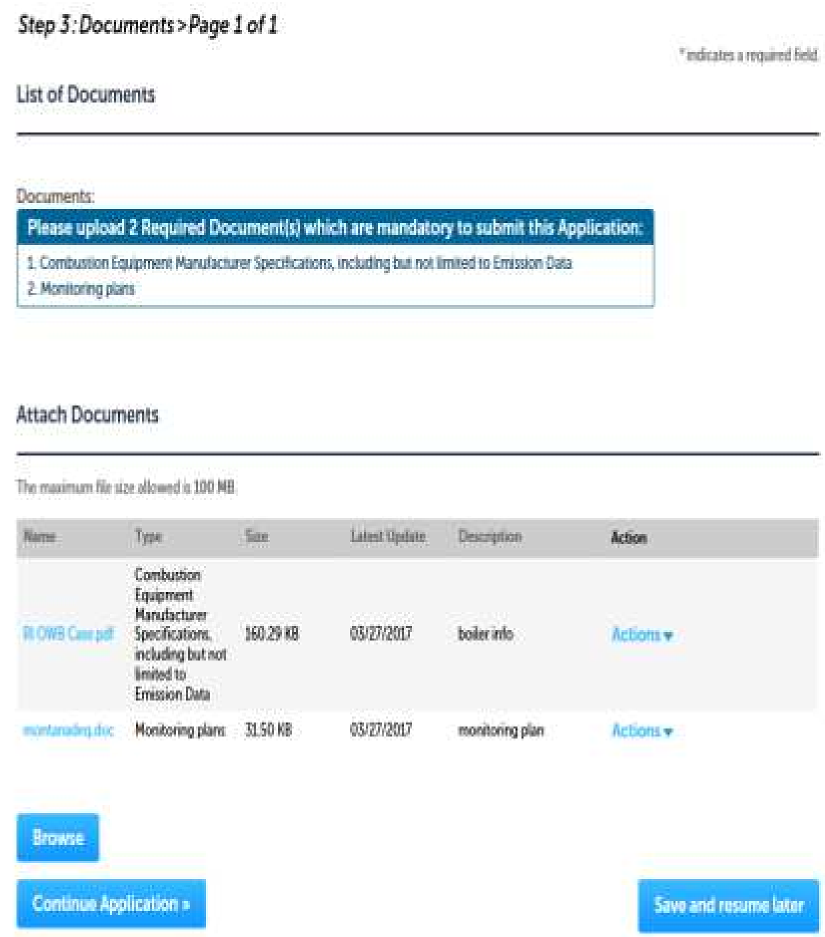
Have you identified and prioritized energy conservation opportunities?:
○ Yes ○ No

Have you identified opportunities to improve operating and maintenance procedures by employing an energy management plan?:
○ Yes ○ No

*Has each emission unit proposed herein been evaluated for energy consumption including average and peak electrical use; efficiency of electric motors and suitability of alternative motors such as variable speed; added heat load and/or added cooling load as a result of the operation of the proposed process; added energy load due to building air exchange requirements as a result of exhausting heat or emissions to the ambient air; and/or use of compressors?:
○ Yes ◉ No

Step 3. Documents

- Based on information previously entered, the system will give a list of documents you must attach to the application. You may attach more documents than the minimum required.
- Document attachments are limited to 100 MB EACH.
- The system can accept digitized plot plans
- To attach documents, click "Browse" to start



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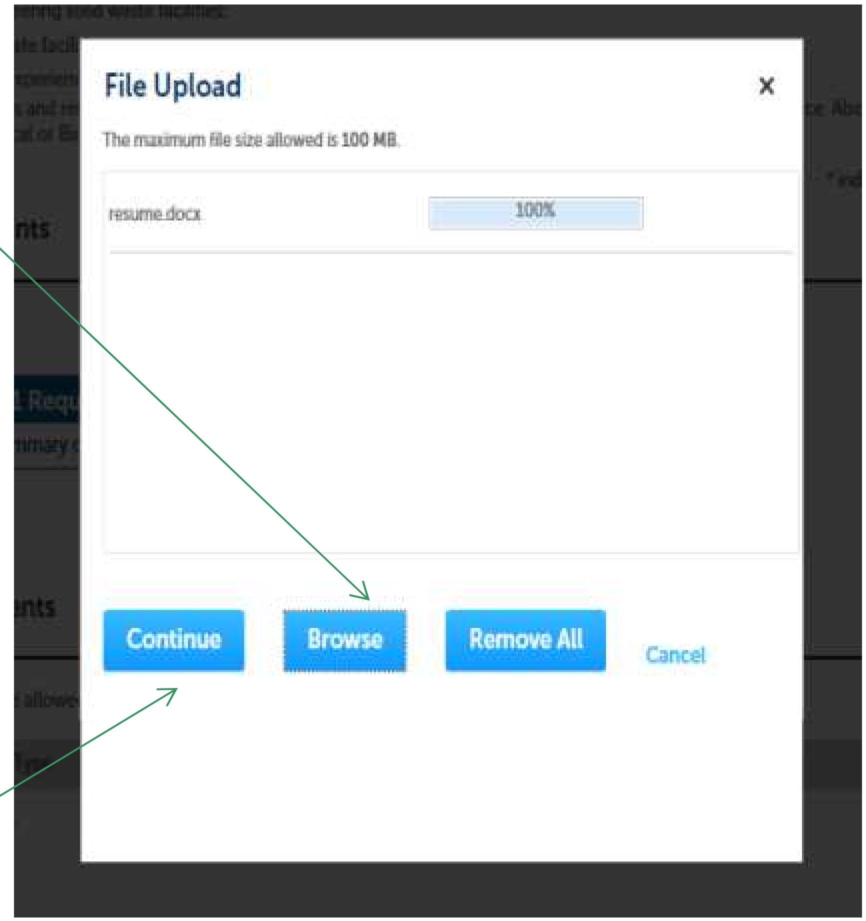
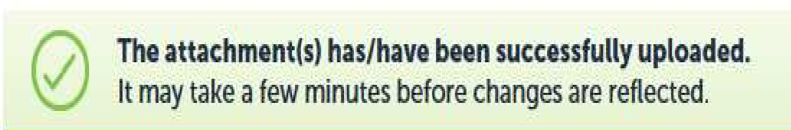
Step 3. Documents

- You will get a pop up box.
- Click “Browse” on pop up
- Find the document you wish to attach on your computer
- Click on the file name then click “open”
- Once the document uploads in the file upload box, click “Continue”

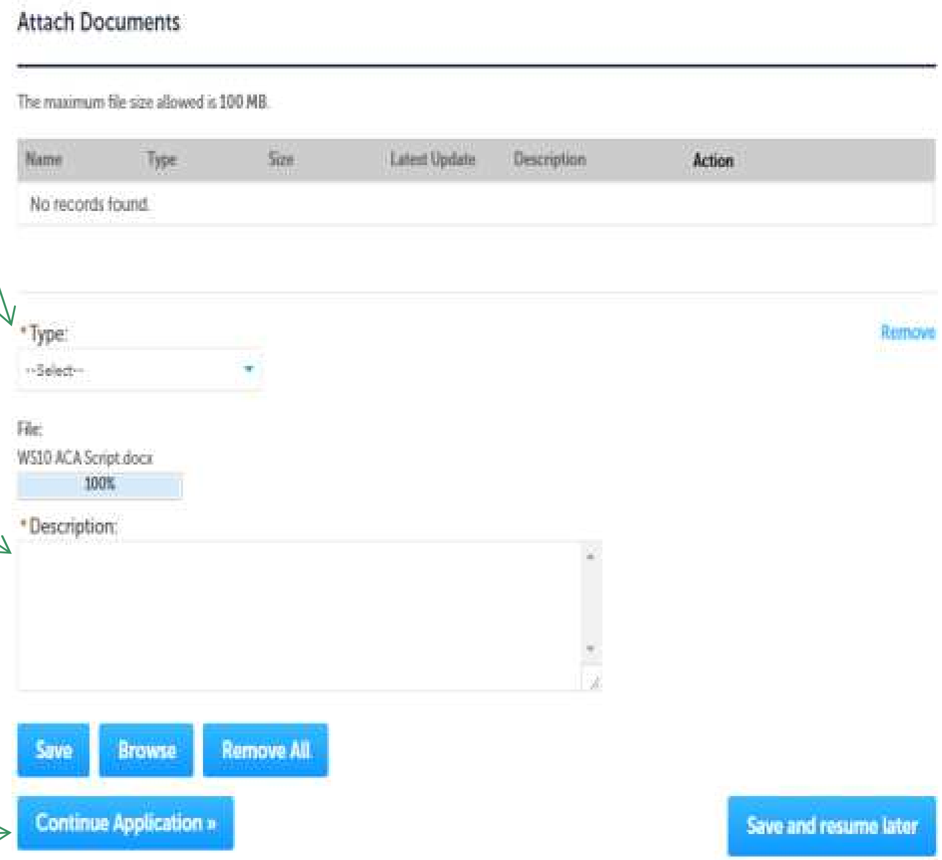


Step 3. Documents

- Pick a document type from the drop down list and type in a description of the document you attached
- Click “Save”
- The document will take a minute to load. When complete you will get the following message



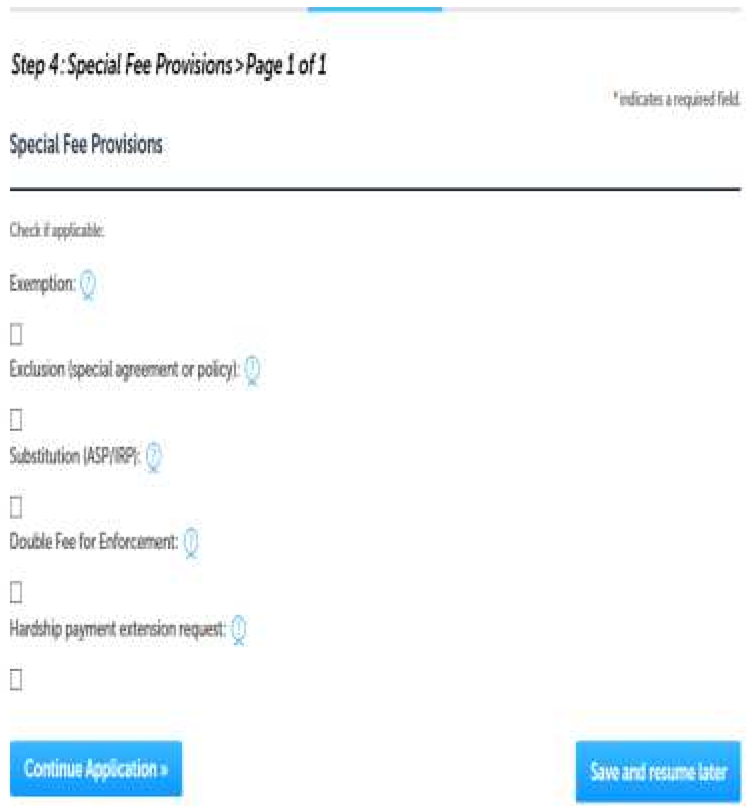
- Click “Continue Application”



Step 4. Special Fee

- Most applicants will leave this section blank
- Use this section ONLY if you qualify under 310 CMR 4.0. or if you are required to pay double fee as a condition of an enforcement document.

Fee payment will be covered starting on Slide 40



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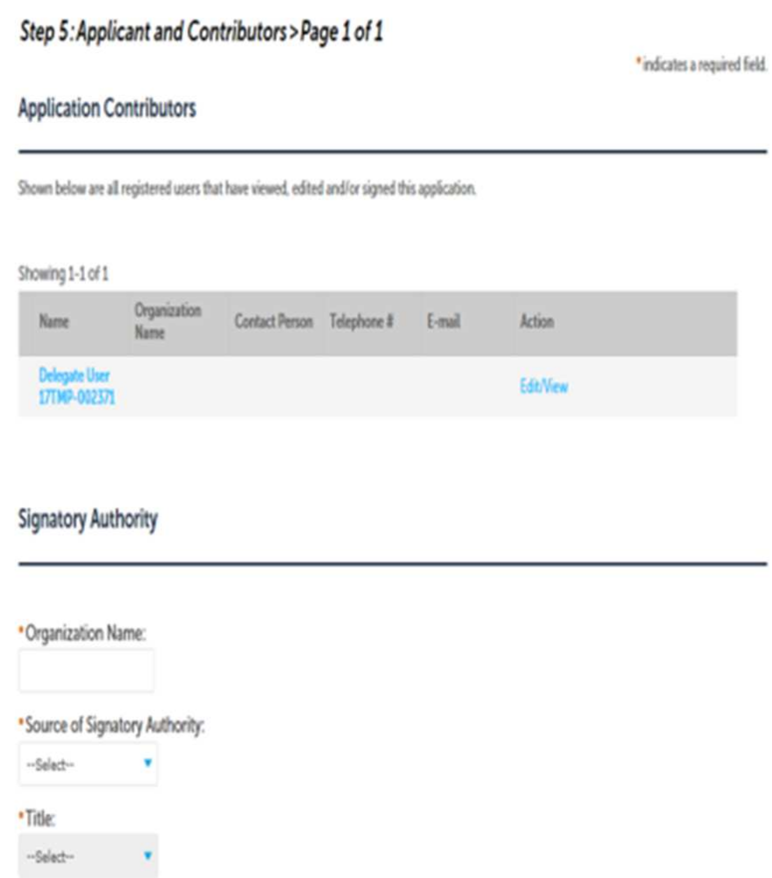
Step 5. Applicant & Contributors

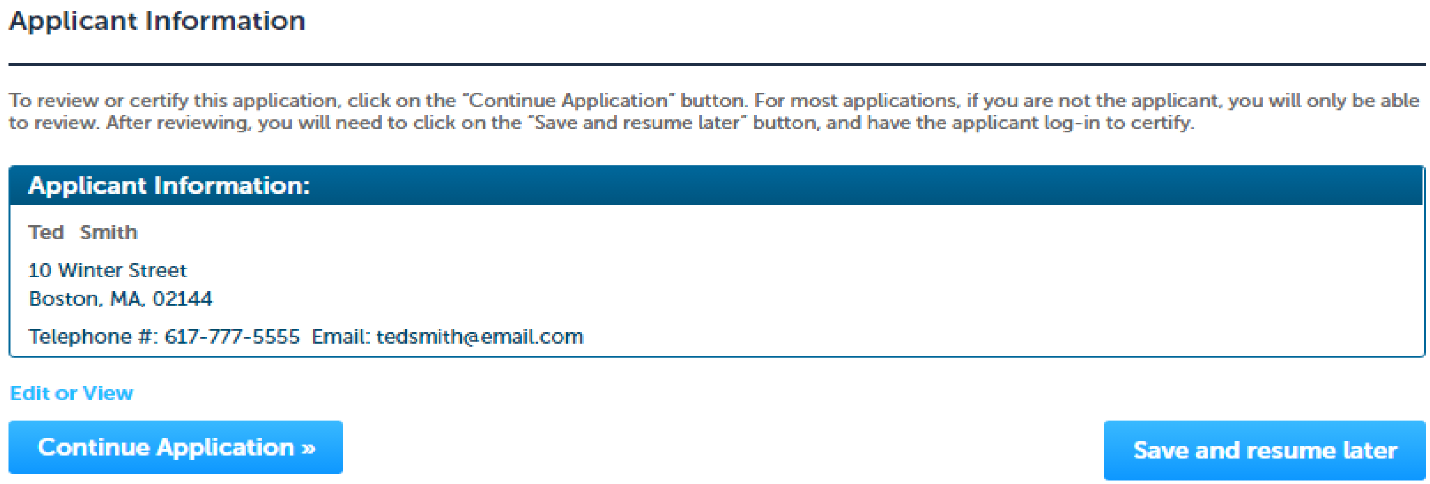
- The Application Contributors table will show all the people who have logged into the application to contribute to it or view it.
- In the Signatory section
  - Type in the Organization Name
  - Indicate the organization type (source of signatory authority)
  - Indicate the title of the person who will be the signatory for this application.



Step 5. Applicant and Contributors

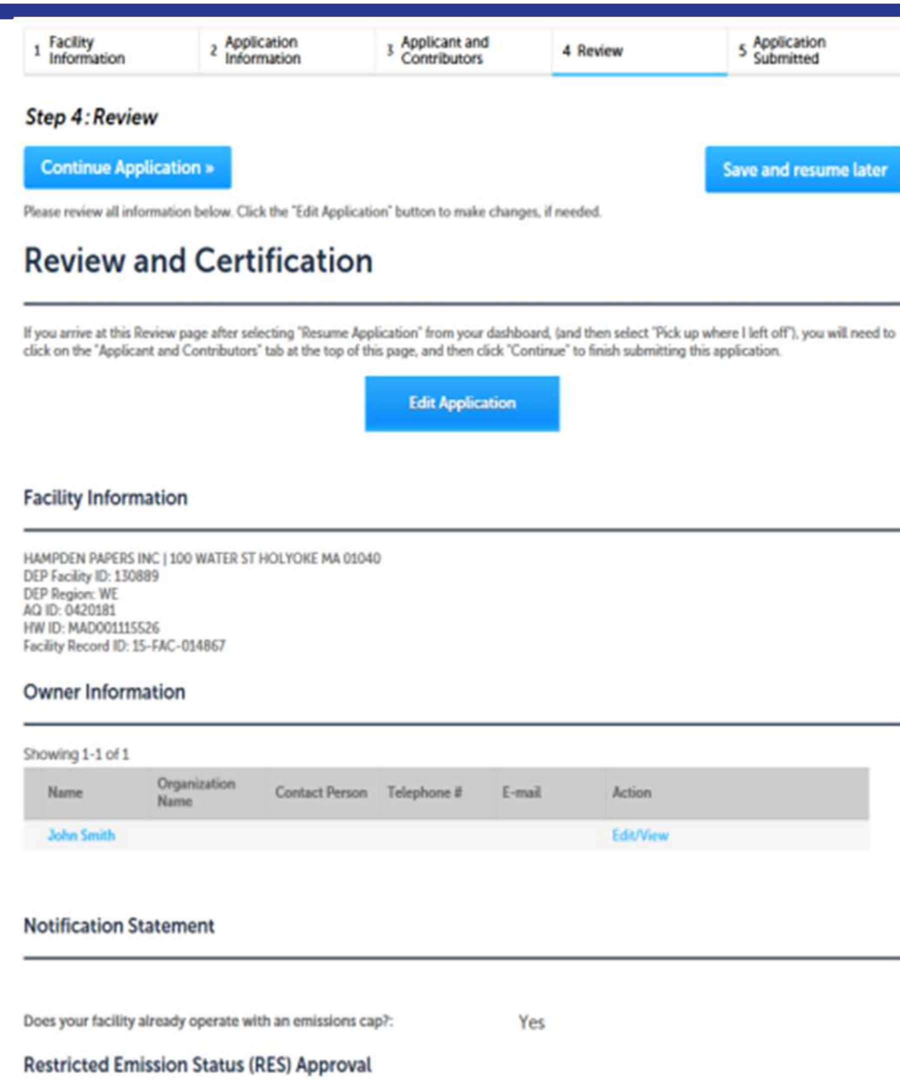
- The Applicant Information box will show the name and address of the person currently logged into the application. This is the applicant. If the person filing out the form is NOT the “Responsible Official” for the Facility, they are not the applicant, please log out and have the Responsible Official log in to complete the form.

- Click “Continue Application” if the correct person is shown as the applicant. Ignore the “Edit or View” link- this has been disabled.



Step 6. Review

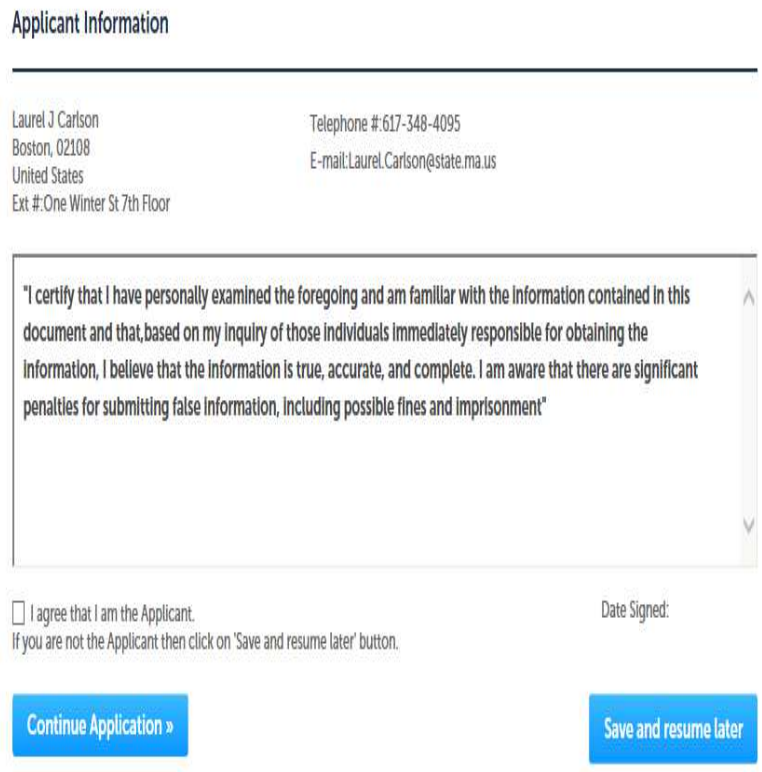
- Review your application
- Click “Edit Application” if you want to update or change any information you provided.
- The application should be shared with the Signatory or Responsible Official so they too can review the application before submittal.



EEA ePLACE Portal

Step 6. Certification: Responsible Official

- When ready to submit, the Responsible Official should be logged in and their name should appear under “Applicant Information”
- Read the certification statement
- Check the box agreeing to it
- Click “Continue”


Applicant Information

Laurel J Carlson
Boston, 02108
United States
Ext #:One Winter St 7th Floor

Telephone #:617-348-4095
E-mail:Laurel.Carlson@state.ma.us

"I certify that I have personally examined the foregoing and am familiar with the information contained in this document and that,based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment"

☐ I agree that I am the Applicant.
If you are not the Applicant then click on 'Save and resume later' button.

Date Signed:

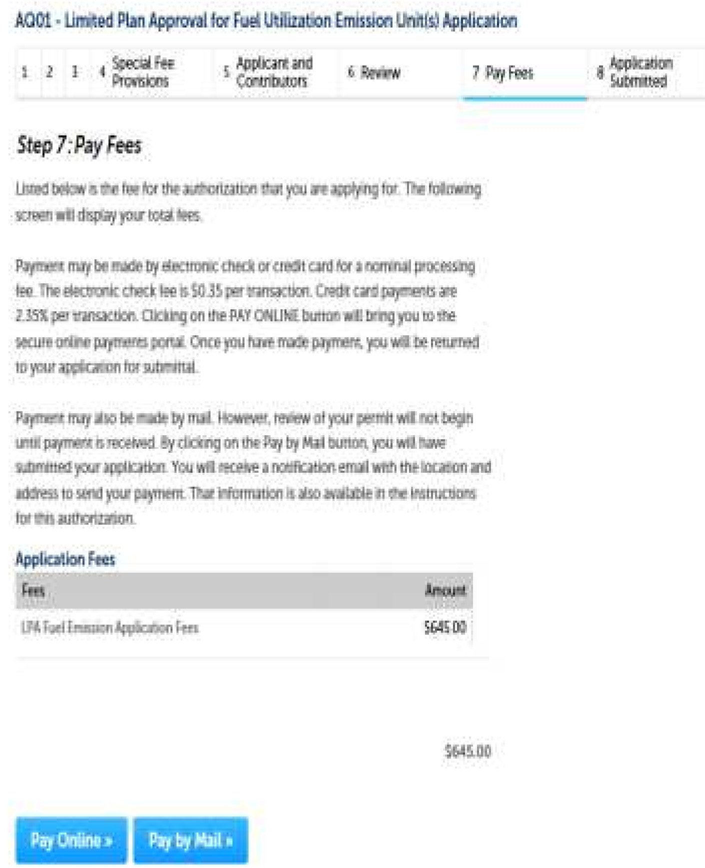
Continue Application »

Save and resume later

Step 7. Pay Fees

- Both “Pay Online and “Pay by Mail” are available.
- If you select “Pay by Mail”, the application review will not start until the check has been received
- Online payment requires payment of a service charge.

Click the appropriate box to begin



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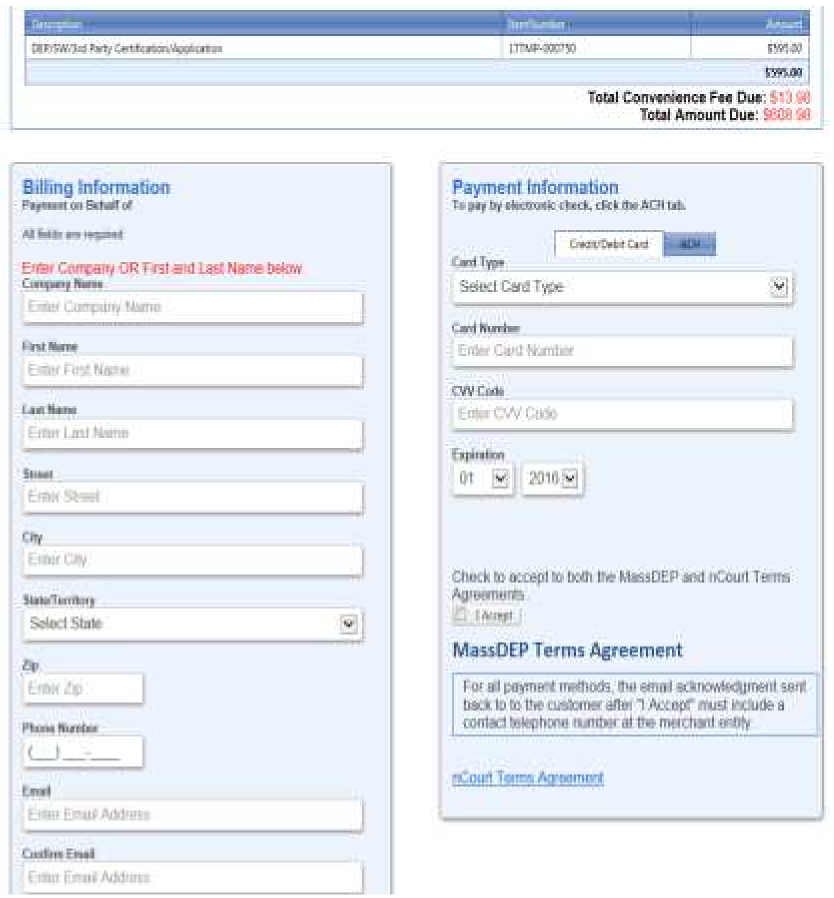
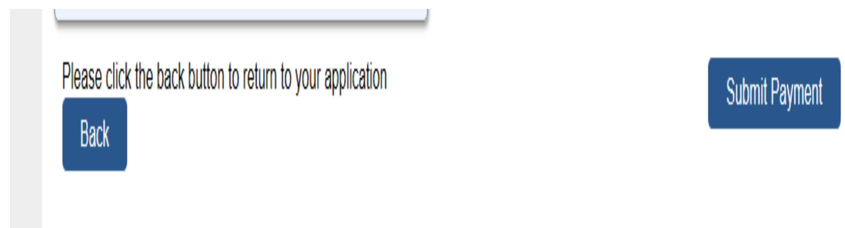
Step 7: Pay Online

- If you select “Pay Online” you will be redirected to a third party payment page.
- Provide the information required on this page and click on “I accept” to indicate your acceptance of the MassDEP and Ncourt Terms Agreement.



Step 7. Pay Fees: Pay Online

- At the bottom of the page is the button to “Submit Payment” or, if you wish to change your mind and pay by mail, Click the “Back” button to return to the application



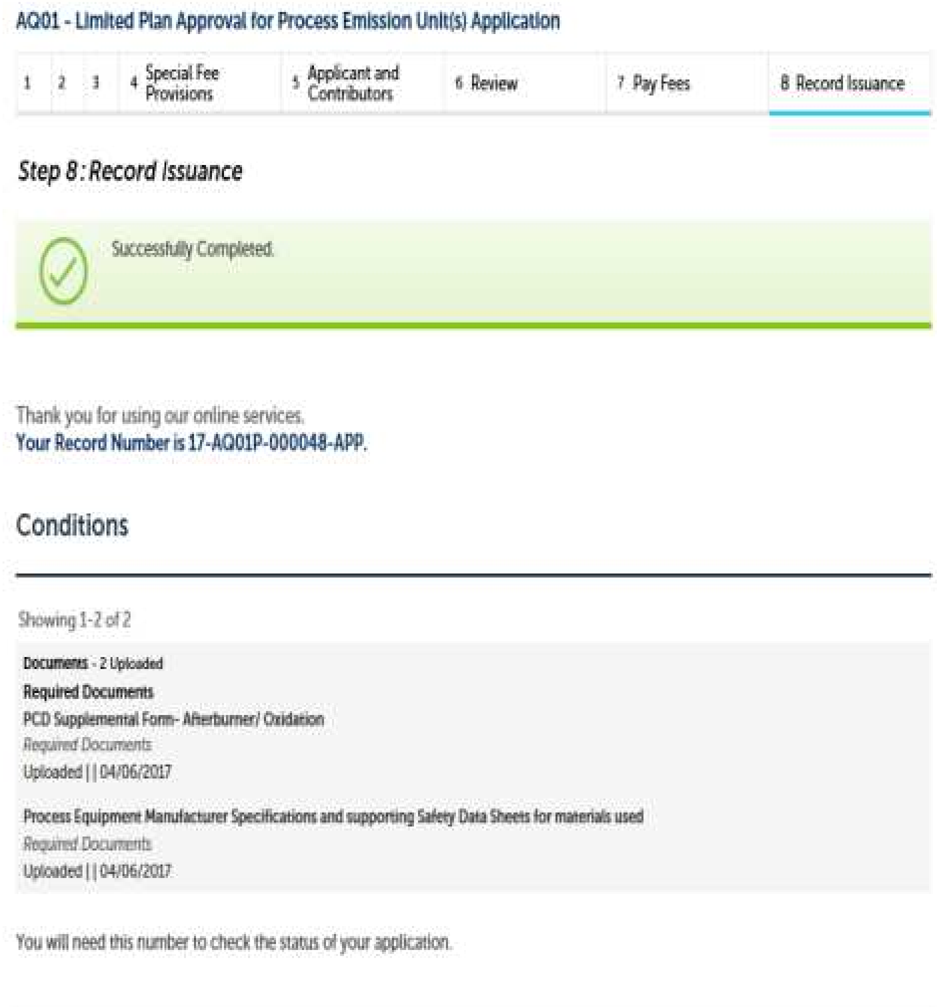
Step 7 Pay Fees: Pay By Mail

- If you pay by mail, you will be e-mailed instructions
- Please make checks payable to the "Commonwealth of Massachusetts" and include your application # on the check
- You can mail your payment to:

  Department of Environmental Protection
  PO Box 4062
  Boston, MA 02211

Record Issuance

- When you successfully submit your Notification you will receive the following notice.
- You will also received a Record ID so you can track the status of your application on line
- Go to your "My Records" page to see the status of an application



EEA ePLACE Portal

After Submittal

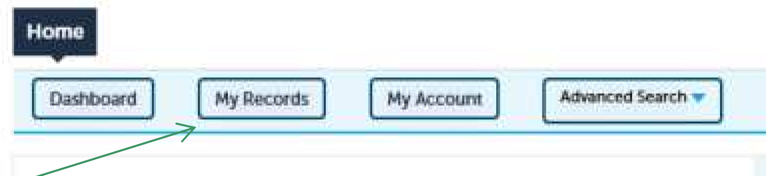
- Notifications will be sent you to via email:
  - Confirmation of Application Submission and Payment Information – Information about payment. This notice will include your application or Record Number.
  - Proof of Record – A printable copy of your application minus attachments. This will be sent approximately 5 minutes after submission.

Your Records in ePLACE

- Every application you prepare or submit will be saved in a file associated with you account in EEA ePLACE.
- From the "My Records" screen you will be able to:
  - Resume Application – If you decided "Save and Resume" during the application process, you can resume here.
  - Edit – If your application is not complete or requires a change after submission, you may be given the option to edit here after the Department has confirmed this.
  - Pay Fees Due – If you have fees that are due (or fees that have been paid by mail but have not been processed yet).

Accessing Your Records

- Log in to EEA ePLACE Portal
- Click “My Records”
- Click the “▸” in front of “DEP” on the next screen



“My Records”

- View list of Applications/ Authorizations associated with your account.
- Status indicates current status
- Actions are also shown here
- Resume a partially completed application here

▾ DEP

Showing 1-10 of 26 | Download results | Add to collection

	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
☐	03/03/2017	17-WS10-000499-APP	WS10 - Cross Connection Certification Application			On Hold	
☐	02/24/2017	17-WS10-000482-APP	WS10 - Cross Connection Certification Application			Approved	
☐	02/24/2017	17-WS10-000483-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
☐	02/24/2017	17-WS10-000481-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
☐	02/24/2017	WS10-0032775	WS10 - Cross Connection Certification Authorization		02/24/2020	Active	Amendment
☐	02/23/2017	17TMP-001404	WS10 - Cross Connection Certification Application				Resume Application
☐	02/21/2017	17-WS10-000411-APP	WS10 - Cross Connection Certification Application			Approved	
☐	02/21/2017	WS10-0032770	WS10 - Cross Connection Certification		02/21/2017	About to Expire	Renew Authorization

To Get Help

- Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records)
- ePLACE_helpdesk@state.ma.us.
- or call (844) 733-7522 (7:30 am – 5pm, M-F)
- Questions about the Program Requirements for this certification.
  - Regional Permit Chief
  - Don't know which region to contact? See http://www.mass.gov/eea/agencies/massdep/about/